**Power Point Tips**

**It isn’t about the Power Point; it is about your material.**

**The Power Point is a tool, not the focal point.**

**Keep it simple.**

**Easy Images, Charts, Graphs, and Text for the audience to grasp**

**Minimize numbers in slides.**

**Do not overwhelm the audience with Facts displayed on the PowerPoint. Use handouts after the presentation to reemphasize your presentation.**

**Don't Read the PowerPoint**

**Never read your Power Point to your audience, they can do that.**

**Time your remarks.  
 Make sure your slides are supporting your conversation.**

**Give it a rest.**

**Don’t hesitate to let a slide be blank, it gives your audience a visual rest and can help emphasize a keep piece of your presentation.**

**Use vibrant colors.**

**Make sure you use contrasting colors. There is nothing worse than being unable to see what is being displayed.**

**Utilize Resources available to you.**

**Use outside resources to help support your presentation; videos, photos, charts, etc. Make sure if you do that you give credit where credit is do.**

**Distribute handouts at the end—not during the presentation**

**Handouts will distract the audience from what is being conveyed. Keep their attention and then provide them with support.**

**Edit ruthlessly before presenting.**

**Put yourself in the audience, does it work visually & grammatically**